**Keyboarding**

*It is difficult to dispute the prominence of keyboarding as a foundational skill needed to compute efficiently in today’s technology-rich society.  
Renaissance Learning Report, February 2007*

**Our mission:**  
The mission of K-12 Keyboarding is for all Utah students to possess keyboarding competence by high school graduation. Proper keyboarding instruction begins in 3rd grade and is reviewed in each succeeding grade to allow students to achieve a high degree of proficiency. Students are assessed for keyboarding competence in elementary and secondary keyboarding programs.

KEYBOARDING STANDARDS FOR STUDENTS

Grades K-2  
    -Students will be introduced to touch keyboarding techniques and correct fingering.  
    -Mouse-driven software is recommended for K-2 students.

 Grades 3-5  
    -Students will learn touch keyboarding techniques, with emphasis on correct fingering.  
    -Students will achieve a minimum of 25 words per minute by the end of 5th grade.

 Grades 6-8  
    -Students will use proper touch keyboarding techniques.  
    -Students will demonstrate a working knowledge of basic word processing functions and  
     proofreading.  
    -Students will develop composing skills at the keyboard.  
    -Students will achieve a minimum of 35 words per minute by the end of 8th grade.